



**PERFORMANCE WORK STATEMENT**

**Contract Number EP-C-08-010**

**Scientific Consulting Group**

**Work Assignment Number: WA 03-61**

**Title:** Environmental Justice and Cumulative Risk Assessment (CRA) Report

**Scope of Work Reference:** 2.2

**Period of Performance:** Date of Issuance through November 30, 2012

**Work Assignment COR:** Gelena Constantine  
Office of Science Policy  
U.S. EPA (8104-R)  
1200 Pennsylvania Avenue, N.W.  
Washington, D.C. 20460  
Telephone: (202) 564-0362  
Fax: (202) 565-2911

**Alternate Work Assignment COR:** Lawrence Martin  
Office of Science Advisor  
U.S. EPA (8105-R)  
Office of the Science Advisor  
1200 Pennsylvania Avenue, N.W.  
Washington, D.C. 20460  
Telephone: (202) 564-6497  
Fax: (202) 565-2910

**Project Officer:** Verla Sutton-Busby  
U.S. EPA (8102R)  
Office of Research and Development  
1200 Pennsylvania Avenue, N.W.  
Washington, D.C. 20460  
Telephone: (202) 564-6808  
Fax: (202) 565-2910

## **1. BACKGROUND**

The Agency is engaged in defining the scientific and quantitative terms of disproportionate risk. Concurrently, EPA is completing a draft (due in late 2013) of Cumulative Risk Assessment (CRA) guidelines for cumulative risk assessment through the EPA Risk Assessment Forum's (RAF) CRA Technical Panel. EPA's current understanding of disproportionate risk in the context of environmental justice is limited by data and methodology.

This work assignment will generate a report on identified subjects that will critically and systematically examine the rule development literature assembled by the Agency's regulatory action development work group. This assignment follows upon the technical capacity achieved in the conduct of other work assignments addressing CRA in Contract EP-C-08-010.

## **2. PURPOSE**

The purpose of this Performance Work Statement (PWS) is to provide a rigorous analysis of how cumulative risk methods have been incorporated into rule development to promote evaluation of disproportionate risk and Environmental Justice.

## **3. TASKS**

### **Task 1 - Prepare Work Plan and Cost Estimate**

The Contractor shall meet with the EPA WA COR to discuss the subjects on which the preparatory writing assignment shall be written, the timeframe for drafting the report and logistical functions to be completed by the contractor; and to prepare a work plan and budget estimate within 15 calendar days after receipt of work assignment.

This work assignment requires expertise in environmental justice, human health and ecological risk assessment and current trends in EPA cumulative risk assessment at the P3 and P4 levels. Some sub-contracting of specialized expertise is anticipated.

### **Task 2 - Develop outline and revise based on comments**

The contractor shall meet with EPA advisors convened by the EPA WA COR to discuss the report outline. The contractor shall prepare an outline of the report and submit it to the EPA WA COR who will coordinate EPA comments. The contractor shall revise the outline as necessary. The primary source literature for the final report will be the rule development literature assembled by the Agency's regulatory action development work group, and recent scientific literature as characterized below.

The final deliverable for this work assignment is a report that will:

1. Identify existing Agency qualitative and quantitative practices for characterizing disproportionate health risk;

2. Identify existing Agency qualitative and quantitative practices for using cumulative risk data to inform the characterization of disproportionate health risk; and
3. Identify data and risk assessment methods used in #s 1 and 2 above.

The proposed report will also review emergent scientific literature to examine:

1. What risk assessment or other related approaches were used to characterize disproportionate risk;
2. How the limitations of data and methods define studies; and
3. How environmental justice (EJ) and/or disproportionate impact was addressed (i.e. characterized or quantified) by various risk assessment methods.

### **Task 3 – Prepare 1<sup>st</sup> draft**

The contractor shall prepare a complete and fully edited report consistent with the outline.

### **Task 4 – Convene meeting to critique draft**

The contractor shall coordinate with the EPA WA COR to convene a discussion to critique the draft. The contractor shall prepare a written documentation of key discussion points regarding necessary modifications to the 1<sup>st</sup> draft and provide it to the EPA WA COR for concurrence. This meeting documentation will be used to direct preparation of a 2<sup>nd</sup> draft.

### **Task 5 – Prepare 2<sup>nd</sup> draft, circulate for comments**

The contractor shall prepare a complete and fully edited 2<sup>nd</sup> draft of the report addressing all discussion points identified in the task 4 meeting documentation. The contractor shall submit it to the EPA WA COR who will coordinate EPA comments.

### **Task 6 - final draft**

The contractor shall prepare a complete and fully edited final draft of the report using the EPA style manual and defaulting to the Chicago manual where the EPA manual is silent.

## **4. Schedule of Deliverables**

<b>Due Date</b>	<b>Product</b>
Task 1 –Work Plan and Cost Estimate	Within 15 calendar days after receipt of work assignment.
Task 2 –Report Outline	October 5, 2012
Task 3 – 1 <sup>st</sup> draft of Report	November 5, 2012
Task 4 – Meeting	November 15, 2012
Task 5 – 2 <sup>nd</sup> draft of Report	November 21, 2012
Task 6 – Final draft of Report	November 30, 2012

## **5. ACCEPTANCE CRITERIA**

The final product shall be produced by the Contractor upon the EPA WA COR's approval through written technical direction. The Contractor shall provide all materials written as part of these tasks to the EPA WA COR, as per work assignment, in electronic format. Electronic versions shall be compatible with current ORD computer systems (Word and Excel) and software.

## **6. MANAGEMENT CONTROLS:**

Periodic meetings between the EPA and contractor work assignment managers are encouraged to discuss any questions that may arise during performance or completion of this work assignment. At the EPA WA COR's discretion, these meetings may occur via teleconference or video conferences. The contractor shall document these meetings and submit copies of this correspondence to the EPA WA COR.

The EPA WA COR may identify one or more EPA technical representatives for this work assignment. Interaction between the contractor and any EPA technical representative(s) designated by the EPA WA COR is solely for the purpose of presenting and discussing the information, analyses, results, or presentations related to this work assignment. The interaction will be technical communication vice technical direction. Per the technical direction clause EPAAR 1552.237-71 of the contract, the EPA PO COR and the EPA WA COR or alternate EPA WA COR are the only representatives of the CO authorized to provide technical direction.

Per the technical direction clause, the CO and PO will be provided with copies of all technical direction.

## **7. CONFIDENTIALITY**

Some of the information to be edited under this task may be internal information that is not ready for public distribution. The Contractor shall not discuss the contents of the document with anyone not specified as a participant in the document review process or its preparation.